

Submitting Baby Your Baby Program Applications

An inservice for all Baby Your Baby Workers

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December, 2011



What is changing?

Since the inception of the Baby Your Baby Program in 1988, the only applications that the Baby Your Baby worker needed to send to Medicaid were those that were approved.

That is now changing!



What is changing?

As of January 1, 2012, all Baby Your Baby Applications must be sent to Medicaid whether they are approved or denied!



Reasons for the change

- All programs utilizing public funds need to be accountable and Baby Your Baby is no exception
- Submission of denied applications
 - Provides information that can be of use to Medicaid for audit or budget purposes
 - Allows Medicaid to monitor the reasons for denial and the accuracy of the eligibility determination



Reasons for the change

- Submission of denied Baby Your Baby Applications will allow monitoring of reasons for denials
 - These data help to determine barriers to services and populations the program is unable to serve
 - Facilitates more accurate information on the cost of providing the service since it requires the Baby Your Baby worker's time (\$\$\$) regardless of whether the applicant is approved or denied



Remember!

- Whether the woman's application was approved or denied, she must be given the yellow copy of her paper application.
- By federal regulation, the applicant must be provided with a written reason for the denial
 - This requirement is met by providing the yellow copy of the application that indicates the reason for the denial at letter "D" on the application



How do I submit denied applications to Medicaid?

- All applications, denied or approved, must be sent to Medicaid.

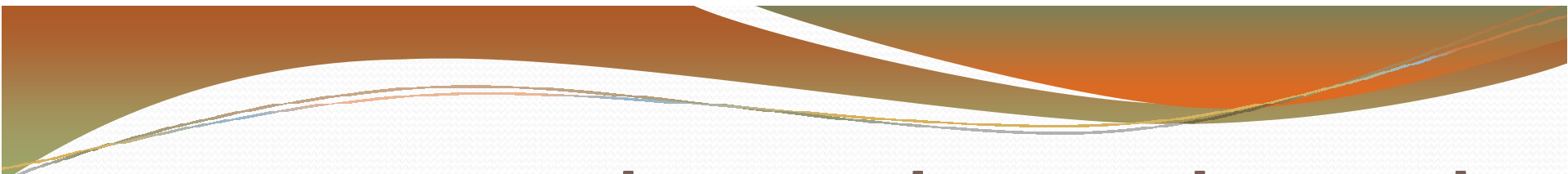
Send all approved and denied applications to the address or fax number at the top of the Baby Your Baby Application

Mailing address:

Utah Department of Health
Bureau of Medicaid Operations
P.O. Box 143106
Salt Lake City, Utah 84114-3106

Or – Fax to:

801-237-0742



How soon do I submit denied applications?

- Remember that you still have only five (5) working days to submit approved or denied Baby Your Baby Applications to Medicaid



What do I do about pending Baby Your Baby applications?

- You may need to “pend” an application due to missing information or failure of the applicant submitting an application via Utah Clicks to call to finish the application process.
- If the applicant fails to provide the required information within thirty (30) days, you may deny the application.



What do I do about pending Baby Your Baby applications?

- Check reason #10 for denial on the back of the application under “Other.”
 - Write in “Denied – applicant failed to follow through”
 - Place #10 on the line at “D” on the front of the application
- Send the application to Medicaid

Denied Baby Your Baby application–back side

- **IF YOU WERE DENIED BABY YOUR BABY:** (BYB worker: Place the denial number in the blank by #D on the front.)
- You did not get a Baby Your Baby Card because:
 - 1. _____ You are not a U.S. citizen and have not been lawfully admitted for permanent residence by USCIS (Immigration).
 - 2. _____ You have not had your “Green Card” long enough to qualify for Baby Your Baby.
 - 3. _____ You do not live in Utah or intend to continue to live in Utah.
 - 4. _____ You are already on Utah Medicaid.
 - 5. _____ You are on CHIP or PCN. Have your CHIP/PCN caseworker review your file. You may qualify for Medicaid.
 - 6. _____ You were denied Medicaid within the past 30 days and the reason for your denial has not changed.
 - 7. _____ You have already had the one Baby Your Baby Card allowed per pregnancy.
 - 8. _____ For your household size, you earn too much money to get a Baby Your Baby Card.
 - 9. _____ You are not pregnant.
 - **10. X Other. Please list: Denied – Applicant failed to follow through**

Denied Baby Your Baby application – front side

Do not write below this line—For the Baby Your Baby Worker only

A. Does the applicant meet the financial requirements for Baby Your Baby (Presumptive Eligibility)? YES ☐ NO ☐

B. Does the applicant have a medically verifiable pregnancy? YES ☐ NO ☐ If "YES," EDC: _____

C. I certify that the applicant **IS NOT** eligible for Baby Your Baby.

D. If the applicant is not eligible, indicate the number of the reason for the denial from the list on the reverse side. #10

E. I certify that the applicant **IS** eligible for Baby Your Baby. Eligible From: _____ Thru: _____
MM DD YY MM DD YY

F. If the applicant has never had a social security number, enter BYB ID Program number issued: _____

G. Is the applicant on WIC? YES ☐ NO ☐ If "NO," check if the applicant referred to WIC. ☐

Baby Your Baby Office: _____ Worker Name: _____ Phone #: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____



How do I submit denied applications using Utah Clicks?

Utah Clicks only forwards approved Baby Your Baby Applications to Medicaid

For denied applications you will need to:

Print out a copy of the denied application and handle it just as you do a paper application, indicating reason for denial, etc.



How do I submit denied applications using Utah Clicks?

- Give the woman a copy of her application
- Archive the application on Utah Clicks to remove it from your in-box
- Send the denied application to Medicaid as previously noted



So when do I need to start sending in denied applications?

You are required to begin submitting denied Baby
Your Baby Applications January 1, 2012

However, you may begin to do so now if you
wish!



Questions?

- If you have questions or comments regarding the information in this inservice, please contact:
 - Debby Carapezza, RN, MSN
 - Nurse Consultant Maternal & Infant Health Program
 - Utah Department of Health
 - E-mail: dcarapezza@utah.gov
 - Phone: 801-538-9946
 - Fax: 801-538-9409



Taking the Required Quiz!

- Please be sure to take the required post-assessment quiz!
- To take the quiz –
 - Close this inservice
 - On the next page, click on “[here](#)” in the sentence
 - On the next page (“Course Details”), click on “Home” at the top of the page
 - Go to “My Learning Record” in the right side bar & click on “My Learning”




Taking the Required Quiz (cont.):

- On the “My Learning” page is the title of the inservice – “Submitting Baby Your Baby Applications”
- At the end of the title, click on the “M” under the “Manage” column
- On the next page (“Course Registration Management”), click on the “Completed” button and on the next page, click on “Assessment”
- If a text box appears, click on “OK”



Taking the Required Quiz (cont.):

- On the following page click on “Start Assessment”
- Take the quiz
- When you have completed it, U-Train will tell you if you passed
- You need to correctly answer 4 out 5 questions to pass
- Log-Out
- You will not be considered to have completed the inservice until you have completed the quiz



Thank you for your
time and attention!